



DIDACTIC LABORATORIES FOR THE EXPERIMENTAL SCIENCES

Physics Department

GUIDELINES FOR USERS

october 2018



DIDACTIC LABORATORIES FOR THE EXPERIMENTAL SCIENCES

Physics Department

WORKING TIMETABLE

Monday through Friday

8.00-12.30 / 13.30-17.30

HEAD Matteo Grott Firefighting/Evacuation Team	0461 28 1584
STAFF TECNICO	
Mariano Dimauro Firefighting Team	0461 28 1603
Mauro Hueller Firerrefighting Team	0461 28 2966
Teresa López-Arias Firefighting Team	0461 28 3912
Pierluigi Minati Firefighting/Evacuation Team First Aid Team	0461 28 2022
Malgorzata Kos Firerrefighting Team	0461 28 2904
Rossella Tomazzolli Firerrefighting Team	0461 28 2023
SECRETARY Lucia Gadotti	0461 28 1660



**WE REMIND YOU THAT THE “POVOZERO” BUILDING,
INCLUDING THE ANNEX BUILDING “DIDACTIC
LABORATORIES FOR THE EXPERIMENTAL PHYSICS”,
CLOSES AT 7:00 PM**

- **IT IS FORBIDDEN TO WORK IN THE DIDACTIC LABORATORIES WITHOUT CERTIFIED EDUCATION ON SAFETY AND HEALTH IN THE WORKPLACE**

- **IT IS FORBIDDEN TO WORK ALONE IN THE LABORATORY**

- **IN ORDER TO WORK AUTONOMOUSLY IN THE DIDACTIC LABORATORIES IT IS COMPULSORY TO BE AUTHORIZED BY THE RESPONSIBLE OF THE ACTIVITY. THIS AUTHORIZATION IS RESTRICTED TO THE ACTIVITIES AND IN THE DATES AGREED WITH THE RESPONSIBLE**

- **THE WORKER MUST VERIFY THE AVAILABILITY IN THE LABORATORY, AS WELL AS NOTIFY THEIR ABSENCE, OF:**
 - **THE NECESSARY PPE (PERSONAL PROTECTION EQUIPMENT)**
 - **THE OPERATION MANUALS OF THE INSTRUMENTS AND APPLIANCES**
 - **THE SAFETY DATA SHEETS (SDS) OF ALL HAZARDOUS CHEMICAL OR BIOLOGICAL AGENTS NEEDED FOR THE ACTIVITY****AND INFORM THE TECHNICAL STAFF ABOUT THEIR ABSENCE**

- **ANY INDIVIDUAL WHO MAY TAKE ACTIONS WHICH COMPROMISE THE SAFETY AND HEALTH OF OTHERS WILL BE IMMEDIATELY REMOVED FROM THE LABORATORY BY THE TECHNICAL STAFF**

- **THE TECHNICAL STAFF CAN CLOSE THE LABORATORIES AT ANY TIME FOR TECHNICAL AND SAFETY REASONS**



SAFETY DEPENDS ON EVERYONE

- inform the Technical Staff of any dangerous situation which may pose a hazard for oneself and others;
- inform the Technical Staff of any inappropriate behaviour, specially if this poses a hazard;
- in case of an emergency or evacuation follow the instructions of the Emergency Team at all times. Follow the general dispositions published at the following page:

<https://www.physics.unitn.it/278/salute-e-sicurezza-nei-luoghi-di-lavoro>

Remember that, according to the Italian legislation (“**TESTO UNICO SULLA SALUTE E SICUREZZA SUL LAVORO**” - **D.Lgs. 81/2008**), any person working in a didactic laboratory is considered a worker and, as such, he/she is subject to the same duties and rights established by the law for workers.



GENERAL RULES FOR CLOTHING IN THE LABORATORY

- it is forbidden to wear open shoes (sandals, flip-flops, etc.);
- loose clothes are forbidden (wide sleeves, scarfs, foulards, etc.): they could get tangled in moving mechanisms. For the same reason, do not wear necklaces, rings, bracelets or long earrings: they could get tangled in moving mechanisms;
- long hair must be firmly tied behind the neck.

GENERAL RULES ABOUT WASTE DISPOSAL

- **ANY MATERIAL (SOLID OR LIQUID), REAGENTS AND PRODUCTS COMING FROM THE LABORATORY ARE CLASSIFIED AS **SPECIAL WASTE****
- it is forbidden to dispose of any special waste together with the regular urban waste;
- it is compulsory to collect, separate and dispose correctly of the special waste (solid and liquid) in the appropriate bins: **in case of doubt, check with the teacher or technician before disposing of the waste.**



GENERAL PRESCRIPTIONS AND RULES OF BEHAVIOUR

IN THE LABORATORIES OF CHEMISTRY AND BIOTECHNOLOGY

- it is forbidden to introduce food or beverages of any kind;
- it is forbidden to eat or drink;
- it is forbidden to work alone in the laboratory;
- use the lockers for your personal belongings (backpacks, purse, coat, etc.): you must enter the lab only with the necessary things for the activity;
- note the position of the electric panel, power cut-off button (red) and of the fire extinguisher;
- the emergency exits must be clear at all times: do not block them with chairs, whiteboards, etc.
- follow the procedures indicated by the Responsible of the activity at all times;
- you must wear a lab coat at all times and for all activities;
- the lab coat must be always fully buttoned;
- it is compulsory to wear and use correctly the Personal Protective Equipment (PPE);
- do not wear contact lenses in the laboratory;
- if you cannot avoid using your contact lenses: wear protective glasses, available in the laboratory, at all times and for all activities;
- it is forbidden to deposit and leave reagents in containers without a proper labeling which allows to identify their nature. A correct labeling



- must indicate: name of the product, date, your name and last name;
- if you leave a product in the laboratory for future use, label it properly (see above) and communicate it to the technical staff;
- do not touch with contaminated gloves: door's handles, mobile phone, phone, cabinet's handles, PC's keyboards, etc. to avoid contaminating them;
- remove your gloves, dispose of them in the proper bin, before leaving the laboratory;
- it is forbidden to exit the lab wearing gloves;
- at the end of your work: put your stool under the lab bench and leave your workplace clean and ordered; bring back any pluggings, components or apparatus;
- wash your hands thoroughly after any lab activity;
- alert immediately the teacher or the technical staff of any personal injury;
- alert immediately the teacher or the technical staff of any malfunctioning or damage to the laboratory instruments.

IN CASE OF DOUBT, STOP!



**CHECK WITH THE TEACHER OR THE TECHNICIAN
BEFORE PROCEEDING**





GENERAL PRESCRIPTIONS AND RULES OF BEHAVIOUR

IN THE PHYSICS LABORATORY

- it is forbidden to introduce food or beverages of any kind;
- it is forbidden to eat or drink;
- it is forbidden to work alone in the laboratory;
- use the lockers for your personal belongings (backpacks, purse, coat, etc.): you must enter the lab only with the necessary things for the activity;
- note the position of the electric panel, power cut-off button (red) and of the fire extinguisher;
- the emergency exits must be clear at all times: do not block them with chairs, whiteboards, etc.
- follow the procedures indicated by the Responsible of the activity at all times;
- you must wear a lab coat at all times if you use chemical or biological products; the lab coat must be fully buttoned;
- if you use the LASER: remove rings, bracelets, watch, necklaces; they can cause unintentional reflections;
- it is forbidden to deposit and leave reagents in containers without a proper labeling which allows to identify their nature. A correct labeling must indicate: name of the product, date, your name and last name;
- if you leave a product in the laboratory for future use, label it properly (see above) and communicate it to the technical staff;
- do not touch with contaminated gloves: door's handles, mobile phone, phone, cabinet's handles, PC's keyboards, etc. to avoid contaminating



- them;
- remove your gloves, dispose of them in the proper bin, before leaving the laboratory;
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GENERAL PRESCRIPTIONS AND RULES OF BEHAVIOUR

IN ORDER TO WORK AUTONOMOUSLY IN THE DIDACTIC LABORATORIES OF PHYSICS

- users must be authorized by the Responsible of the activity;
- without this authorization it is forbidden to work autonomously;
- the authorization to work autonomously is valid only for the activities and in the dates approved by the Responsible;
- always notify the Technical Staff of your presence before entering the lab;
- if you need to leave any appliances or machines on beyond the regular opening time:
 - inform the Technical Staff well in advance;
 - leave, close to the running appliances, a clearly visible note indicating: your name and last name, date and time and “Work in Progress”.